



## Work Mentor Autumn 2011 Guidelines for carrying out Employer Survey

The questionnaire is aimed at being simple without too much involvement in translation for those that have to.

We must each gather feedback from a minimum of **15 employers from each country** – if you can do 20 then that would be great.

Iceland – 15	Wales – 15	England – 15	Norway – 15
Holland – 15	Finland – 15	France – 15	Total = 105

Please send me the completed copies as scans/ pdfs all together if you can, preferably before Christmas.

I would like to hold a Skype meeting with people at the end of November to see how we are all getting along.

Here are a few ideas to think about before starting.

1. When selecting an employer to survey, decide if you are going to do it with them (interview or over the telephone); or email/ post it to be completed and returned. Talking through the survey may give you more answers than a remote return.
2. Will you conduct the survey with the boss or a supervisor employee who is a good mentor? For a small business, the boss may be the mentor – for a larger company you may need to be more selective as who you do the survey with.

<b>Question 1</b>	This is really the support given to a new recruit when they first join the company.
<b>Question 2</b>	The time frame is important here. We are talking about the first few weeks if this is a new employee or the whole time if this is a student in a temporary work placement.
<b>Question 3</b>	A “ <b>yes</b> ” would mean that this workplace already assigns a Mentor or to beginners or students. If they do, we would like to know about how the mentors are selected?
<b>Question 4</b>	Used to see what an employer’s interpretation of mentoring is.
<b>Question 5</b>	To see what the employer sees as the benefits/ barriers to having mentors at work.
<b>Question 6</b>	To see if there are any formal qualifications for mentoring already in place. This may vary across countries. In the details, please identify how long the course was.
<b>Question 7</b>	For a “ <b>yes</b> ”, it may be useful to get copies of the procedures if the employer will allow you. Some employers may have informal processes which they may be prepared to share.
<b>Question 8</b>	This may have to be done with the mentor, not necessarily the boss.
<b>Question 9</b>	To gauge what sort of development an employer might like – from a course to a presentation to individual support at work. Be prepared to accept/ include other types of involvement.
<b>Question 10</b>	The 10th question is important, an open one that can bring up some issues we have not addressed before.